

# LANSBURY BRIDGE SCHOOL



## HEALTH AND SAFETY AT WORK ETC ACT, 1974

### GENERAL STATEMENT OF SAFETY POLICY

REVISED November 2017

#### 1.0 INTRODUCTION

##### 1.1 Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

##### 1.2 General Statement

#### **This is a statement for Lansbury Bridge School**

Lansbury Bridge School accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and School Governors will take all reasonable steps to ensure that St. Helens Council Safety Policy and the Health & Safety Policies and Procedures are implemented and monitored throughout the School.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of them-selves and other persons whilst at work. All staff will be issued with a copy of St Helens Council Health and Safety Policy Statement and relevant employee safety guidance.

***Guidance: The document should be signed as follows***

**Chairperson of Governors**

**Sandra Morris**

**Acting Headteachers**

**Ruth Clarkson & Helen Birkinhead**

**Date Approved by Governing Body**

**5<sup>th</sup> December 2017**

## 2.0 ORGANISATION

Responsibility for the day to day implementation and monitoring of this Policy lies with the Headteacher so far as is reasonably practicable.

However, the Governing Body recognises that some of these duties may be successfully allocated to other members of staff; such as a Site Safety Co-ordinator, Heads of Department or Bursar, under guidance from the Headteacher. 2.1 Responsibilities

At Lansbury Bridge School, the following persons have specific responsibilities for health and safety.

**The Headteacher/ Acting Headteachers** is responsible for the circulation of Safety Information, Guidance, Codes of Practice.

**The Headteacher/ Acting Headteachers is responsible** for ensuring that accidents are investigated and recorded on the appropriate format.

**The Site Manager is responsible** for the weekly test of the fire alarm.

**The Site Manager is** the Safety Co-ordinator for this site.

## 2.2 Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following methods as being the most appropriate to both disseminate and receive matters on health and safety:-

Weekly Staff Meetings (Monday and Wednesday nights)  
Weekly Staff Information bulletins (Monday by email)  
Update staff emails across the week as required  
Whole school INSET days as appropriate

The School Health & Safety Policies and Procedures, copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept at the following location(s):-

Electronic Staff Handbook (Teacher Drive)

Headteachers Office

Site Team Office

Main Admin Office

## 2.3 Emergency Contacts

In the case of an emergency outside of School hours contact:-

(i) Acting Headteacher: Ruth Clarkson  
Helen Birkinhead  
(numbers provided in the staff version of the policy)

(ii) Site Manager: Mr Paul Spooner  
(numbers provided in the staff version of the policy)

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## **Useful Numbers**

Health & Safety Section	01744 676206/671722
Occupational Health Nurse	01744 677022
Security Service	01744 23044
School Nurse	01744 627566

### **3.0 RESPONSIBILITIES**

#### **3.1 The Governors**

The Governing Body has a direct responsibility for health and safety in the School. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day to day management, delegated to the Headteacher.

Governors will, however, ensure that they:-

- Approve the school Statement of Safety Policy and ensure that it is brought to the attention of all staff;
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive;

Governors will be expected to make reports on health and safety matters to:-

- The LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;
- Parents, through Governors' Minutes, Annual Reports, etc.

#### **3.2 The Headteacher/ Acting Headteacher**

The overall responsibility for the School's health and safety system and implementation of the safety policy rests with the Headteacher, who shall:-

- Set up arrangements in the School to cover all legal requirements for health, safety and fire;
- Ensure the Governing Body are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools;
- Be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- Report to the Governing Body those instances in which the Head's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short term measures to avoid danger pending rectification;

- Be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- Establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the School;
- Ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- To review regularly
  - i) the provision of first aid in the School;
  - ii) the emergency (fire) procedures;
- Monitor the dissemination of safety information throughout the School;
- Report to the Governors matters relating to health and safety;
- Ensure that all staff have received appropriate safety training;
- Co-operate with the LA Health and Safety Advisor.

### 3.3 **The School Health and Safety Co-ordinator**

The School Health and Safety Co-ordinator is :- **Mr Paul Spooner Site Manager**

- Co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- Carry out inspections of the School at least once a term and inform the Headteacher of any problems/deficiencies and ensure that the appropriate action has been taken;
- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- Disseminate safety information within the School;
- Ensure that new employees are briefed about safety arrangements and issued with a copy of the School's Health and Safety Policy (this document) and given the opportunity to read it;
- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained;
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- Co-operate with the LA's appointed Health and Safety Advisor in carrying out and updating risk assessments;
- Ensure that health surveillance for staff is provided when appropriate

### 3.4 **Class Teachers/Heads of Department**

#### Class Teachers/Heads of Department :-

- Have a general responsibility for the application of the LA's and School's Safety Policy to their own department or area of work and are directly responsible to the Head for the application of safety measures and procedures within their department;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines);
- Shall deal with any health and safety problems referred to them by a member of staff and refer to the Head if they cannot resolve any of these problems;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Co-ordinator with a copy to the Head;
- Shall ensure as far as is reasonably practicable the provision of sufficient information instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety;
- Shall, where appropriate, seek advice and guidance of the relevant LA Advisor or Officer;
- Shall propose to the Head or School Health and Safety Co-ordinator any requirements for safety equipment and welfare facilities;

#### 3.5 **All Employees**

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected:-

- To know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- To inform the Headteacher, the School Health and Safety Co-ordinator or their Line Manager of any training they feel they need to carry out their responsibilities;
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- To co-operate with other employees in promoting improved safety measures in their School;
- To co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.
- To exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;

- To give clear instructions and warnings as often as necessary;
- To follow safe working procedures;
- To enforce the use of protective clothing, goods, special safe working procedures;
- To make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;
- To regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety Co-ordinator.
- To maintain safety for pupils within the school environment staff will enter the building using the Main Reception doors and will always use their fob to enter and leave the building. The side entrance doors will not be used other than when the pupils enter school from school transport or leave school at the end of the day on school transport.

### 3.7 **Pupils**

The pupils are expected:-

- To exercise personal responsibility for their own safety and other pupils;
- To observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- To observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### 3.8 **Parents**

Have a responsibility to:-

- Make provision for full time education;
- Abide by/support the rules and regulations of the school;
- Comply with the School Safety Policy;
- Act as a 'reasonable parent'.

### 3.9 **Visitors**

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

### 3.10 Volunteers

Headteachers must ensure that all volunteers are aware of the School's Health and Safety Policy and practical safety issues as part of their induction, prior to working in the school. Records of inductions will be retained by the Headteacher.

## 4.0 ARRANGEMENTS

### 4.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in Schools and education establishments. Although pupils and students are not covered by the Regulations, The DfE recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally 1 First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**

**FOR FULL LIST OF FIRST AIDERS**

**SEE APPENDIX 1**

### FIRST AID BOXES

LOCATION	ROOM NO.
MAIN SCHOOL OFFICE	
SCHOOL KITCHEN X 2	
POOL	
HYDRO THERAPY POOL	
POOL PLANT ROOM	
PE DEPARTMENT OFFICE	
THIRD FLOOR IT SUITE	201
MINI BUS	
MINI BUS	
MINI BUS	
EYFS	THE BRIDGE
<b>BLUE CORRIDOR</b>	
P4	2
P6	9
<b>GREEN CORRIDOR</b>	
P7	20
P8	21
P9	23
P11	25
<b>RED CORRIDOR</b>	

ART ROOM	47
DT ROOM	51
YELLOW CORRIDOR	
FOOD TECH ROOM	52

**Clare McNally, Assistant Head** has overall responsibility for maintaining an up to date list of all first aiders and ordering supplies. Staff who have responsibility for a First Aid box should ensure that any items used are replaced. The main stock is kept in the Staff Room in a metal cupboard marked 'First Aid'.

### **Functions of First Aiders**

1. To ensure first aid boxes are stocked, regularly checked and refilled.
2. Ensure that records are kept of all first aid treatment.
3. To administer treatment in accordance with the first aid training they have received.

### **Suggested Contents of a First Aid Kit**

<b><u>Item</u></b>	<b><u>First Aid Box</u></b>
Guidance card	1
Individually wrapped sterile plasters assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).	20
Sterile eye pads, with attachment	2
Individually wrapped triangular bandages, preferably sterile	2
Safety pins	6
Medium sized sterile individually wrapped unmedicated wound dressings	6
Large sized sterile individually wrapped unmedicated wound dressings	2
Disposable gloves	3

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

Additional materials such as; foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

### **Defibrillators**

There are two defibrillators one in each building on the school site.

Main Building – in the dining hall

Little Lansbury: in the Fledglings area

An ambulance can be summoned by the Headteacher, her designated representative, or the school nurse.

Health and Safety Policy updated November 2017



**The class teacher/classroom staff or school nurse will inform parents if a child has an accident at school. Significant accidents/injuries will be reported by a member of the leadership team**

If a pupil needs to receive hospital treatment then the Teaching Assistant responsible for that pupil will attend hospital with them, plus other adults if necessary.

Each child has a Medical Profile available from the Nurse's Room - this profile should be taken **with the child** to hospital.

**If an incident requiring First Aid intervention occurs at a time when neither the nurse or a qualified First Aider is available then staff should deal with the incident as if they were a 'caring parent'.**

**Guidance:** *First aid boxes and kits should contain only the items that a first aider has been trained to use*

*First aid boxes should not contain medication of any kind*

#### **4.2 Accident Reporting Procedures**

**Guidance:** *Copies of the St. Helens Council Accident Report Forms can be obtained from the Corporate Health & Safety Section, (01744) 671722/673236/671654/673234/673231*

Schools should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident forms for the site.

Schools have a duty to record:-

- (i) any accident to any person occurring on school premises;
- (ii) any accident to a member of staff at any location whilst on school business;
- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff e.g. school trips.

Completed accident support forms must be passed to the responsible person named in section 2.1.

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained within the Health & Safety Policy and Procedures on the St Helens Life System. Briefly they require:-

#### **Procedure for Employees, Members of Public**

- (i) All personal injuries will be recorded on the St. Helens Council online Accident Report System.
- (ii) Personal injuries to employees resulting in over 7 days absence will be reported to the Health and Safety Executive (HSE) via their online reporting system within **15 days of the occurrence.**

- (iii) Fatalities, specified injury accidents and dangerous occurrences must be notified immediately (normally by telephone) as follows :-

Headteacher  
Corporate Health & Safety Section

The Corporate Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

### **Procedure for Pupils**

- (i) Minor injuries will be entered into the red accident/incident book kept on site.
- (ii) Fatalities, specified injury accidents must be notified immediately (normally by telephone) as follows:-

Headteacher  
Corporate Health & Safety Section

The Corporate Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

**Guidance: A list of specified Injury Accidents and Dangerous Occurrences can be obtained from Corporate Safety Section, (01744) 671722/673236/671654/673234/673231**

### 4.3 **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from the 1<sup>st</sup> October 2006 reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a “**Responsible Person**” to be named who will ensure that the premise complies with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Schools Produced by the Department for Children, Schools and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The named ‘**Responsible Person**’ /**Fire Safety Manager** for **Lansbury Bridge School** is **Mr Paul Spooner (Site Manager)**

The main duties of the Fire Safety Manager include:

- ✓ Managing the school to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- ✓ Producing an Emergency Fire Plan;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed.
- ✓ Ensure that suitable arrangements are in place for out of hours activations of the fire alarm, either by the school staff or the security force acting on their behalf.
- ✓ Ensuring there are disability evacuation provisions within the emergency fire plan.

Schools are visited on a regular basis by the Fire Brigade who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed for the school. The assessment must be reviewed on an annual basis to ensure it is still relevant.

Where any structural or procedural changes occur the assessment will require amending and you must contact the Corporate Health & Safety Section to arrange this.

The assessment should be accessible and available for inspection by the Fire Authority. At Lansbury Bridge school, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

### **Fire Drills**

A schedule of fire drills has been established on the basis of **one drill per term.** Mr Paul Spooner (Site Manager) has been nominated to organise the fire drills.

A record of the drills using the St Helens Council Fire Safety Logbook will be maintained.

### **Fire Emergency Action**

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all staff, pupils and visitors, should leave the premises and make their way to the assembly point.
3. Where any person is unable to self-evacuate, they should follow their individual Personal Emergency Evacuation Plan (PEEP) under the direction of their teacher/manager. Copies of all pupil PEEPs are kept in their individual pupil health and welfare file with a central copy kept in the main office
4. Doors and windows should be closed as classrooms and corridors are vacated.
5. All laboratory, experimental equipment and apparatus should be turned off.
6. The Headteacher or his/her Deputy will telephone for the Fire Brigade or detail some other member of staff to do so.
7. When the pupils are assembled the roll will be called via the register. Should there be any absentees an immediate search will be made by the emergency services.
8. Until the Fire Brigade arrives, the staff should, after the pupils are safely evacuated and accounted for, remain at the assembly point until re-entry of the building is allowed by the Fire Brigade.

### **Means of Escape**

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible.

### **Fire Fighting Equipment**

Fire fighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers at Lansbury Bridge School are subject to an annual inspection by a competent contractor.

Firefighting equipment including extinguishers, blankets, hose reels, sand and water buckets will also be checked for:-

- (i) Its correct location.
- (ii) Vandalism.
- (iii) Obstruction.
- (iii) Sand and water buckets should be full and not contain any rubbish.

### **Fire Alarm Systems**

The fire alarm system should be tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion. Where a link has been established between the alarm and monitoring service, this must be checked on each occasion to ensure it is fully operational. All tests must be recorded within the St Helens Council Fire Safety Log Book.

Mr Paul Spooner (Site Manager) is responsible for the weekly alarm test at this site.

**The day and time of the test is every Thursday @ 7.00am**

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

### **Emergency Lighting**

A system function test including the operation of all emergency lighting should be undertaken on a **monthly basis**, with the results recorded within the St Helens Council Fire Safety Log Book

### **Fire Doors**

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged open or propped open with fire extinguishers or litter bins, therefore, such practices should be discouraged.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism will be reported for immediate attention.

***FOR FURTHER INFORMATION ABOUT SCHOOL FIRE EVACUATION PROCEDURES  
PLEASE SEE APPENDIX II***

#### **4.4 Electrical Safety**

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits, etc, within the school should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses it should be similarly inspected every **three years**.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- The electrical circuits associated with stages/theatre halls should be inspected **annually**.
- Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use.
- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment shall not be used.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

### **Portable Appliance Testing**

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe. The majority of potentially dangerous faults will be picked up by formal visual checks or by informal visual checks carried out by users.

A detailed procedure on the testing and examination of portable electrical equipment is included within the Health & Safety Policy and Procedures available on the 'Life System'.

All electrical faults must be reported to Mr Paul Spooner (Site Manager)

Electrical testing where the needs for such has been identified must be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

**Guidance: Further advice concerning Portable Appliance Testing can be obtained from: Corporate Safety Section, (01744) 671722/673236/671654/673234/676374**

#### 4.5 Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended

The COSHH Regulations, as amended, require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances, these include many substances in use in CDT, Art, Science Departments and where schools directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet entitled - COSHH: A brief guide to the Regulations (INDG136 rev5) which has been distributed to all schools, further copies can be obtained from the Corporate Health & Safety Section (Tel: 671722/673236/671654/ 673234).

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Department though the responsibility may be delegated to another person. In all but the most simple of cases the assessment must be recorded.

General risk assessments have been drawn up by CLEAPSS for most substances in use in CDT and Science.

For other substances not covered by these assessments, such as those in Art Departments, an assessment must be completed. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form and guidance on its completion can be obtained from the Corporate Health & Safety Section (Tel: 671722/673236/671654/673234/673231).

Secondary Schools should ensure that they have the following publications all of which contain guidance on compliance with COSHH:-

Risk Assessments for Technology in Secondary Schools: CLEAPSS  
Risk Assessments for Science LI96: CLEAPSS  
Hazards: CLEAPSS

#### 4.6 The Consumption and Carrying of Hot Liquids

Staff are not to carry or drink hot tea/coffee or other drinks in corridors, classrooms or any other area where children are present unless the drinks are in a sealed insulated type of cup.

Staff are not to boil water in kettles in classrooms.

Staff on break duty and lunchtime duty will be able to consume a cold drink.

If staff are in classrooms during non-contact time and it is unlikely that children will enter the room, then tea/coffee or other hot liquids may be prepared provided that:

- Once used, kettles are emptied of boiling water and stored away from children's reach
- Staff do not leave the room with the drink
- If any child enters the room the hot drink or kettle is immediately put - and kept - out of the child's reach.

***There are exceptions to these rules:***

If you are making tea/coffee as part of a **planned** lifeskills activity - staff and pupils may carry out the activities involved providing that:

- There has been adequate preparation in terms of instruction and the practice of subskills to enable pupils to carry out the activity safely
- There is close adult supervision of the activity
- Staff give consideration to the safety of other children not directly involved in the activity
- Tablecloths should not be allowed to overhang tables
- Once used, kettles are emptied of boiling water and stored away from children's reach

If you are holding a coffee morning / afternoon - hot drinks should be prepared in a designated area which cannot be accessed by children (unless the coffee morning is part of a planned lifeskills activity - in which case follow the advice above).

If you are boiling water to cool for gastrostomy feeds – ensure kettles (including electrical cords) and containers of boiling water are kept well out of the reach of children.

#### **4.7 Clinical Waste**

- Clinical waste includes:
  - Soiled surgical dressings, plasters etc.
  - Disposable paper towels or tissues used when dealing with bodily fluid spillage, blood, mucus etc.
  - Disposable gloves, aprons and nappies.

All such waste should be deposited in a yellow plastic bag.

Non-clinical waste should be placed in black bin bags and be sealed before being placed in the skip.

**Please do not mix clinical waste and standard waste in the same waste bin / bag.  
Teach children to follow this procedure.**

#### **4.8 Asbestos Containing Materials**

In accordance with the requirements of the Control of Asbestos Regulations 2012, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

***Lansbury Bridge School is a new build and does not contain any asbestos.***

#### **4.9 Glass and Glazing**

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey report shall be kept in an accessible location be available for inspection by enforcing authorities.

#### **4.10 Personal Hygiene**

Handwashing after the use of toilets and before handling food or eating is an absolute requirement. Please encourage pupils to observe this code also. Hands should be washed using soap and warm water. Staff who have open cuts on their hands should have these covered with a waterproof dressing at all times for all aspects of their work

**It is the responsibility of each individual member of staff to inform the Site Manager either verbally or with a note in the communication book, if there is a shortage of soap or paper towels in the washrooms.**

#### **Toileting**

No special precautions should be taken when assisting with toileting apart from thorough handwashing afterwards. If you are likely to come into contact with bodily fluids, disposable gloves and aprons must be worn. Waste should be disposed of in clinical waste bags.

#### **Safe Hygiene Practice**

Safe hygiene practice is everyone's responsibility. Safe hygiene practice is essential to prevent the spread of infection to our children. Everyone using the Hygiene Rooms are expected to follow the good hygiene practice summarised below:

Action	Notes for Staff
Visually check to hygiene bed to see if previous users have left it in a clean state.	If the bed does not look clean use an anti-bacterial spray with blue roll to clean the bed.
Place a sheet of the wide blue roll over the bed surface.	Never place a child straight on to the bed surface.
Attend to the child's personal care needs. Use an apron and gloves if you are likely to come into contact with faeces, urine or any other bodily fluids.	Aprons and gloves are single use only and should be changed before contact with another child. Put used nappies, aprons and gloves in the grey nappy bin.
Use an anti-bacterial spray or hot soapy water with blue roll to clean the bed.	Anti-bacterial spray, blue roll, gloves and aprons are available from the Site Team and classes should take enough supplies to last a half-term.
Thoroughly wash your hands after taking gloves off.	Use the technique advised by the School Nursing Team.
All users of Lansbury Bridge Hygiene Rooms (including external users) should ensure they bring sufficient cleaning materials with them to the Hygiene Room to ensure that they are able to fully comply with the requirements outlined above.	
Changing beds will be cleaned again using hot soapy water, rinsed and sprayed with an anti-bacterial spray – with the sides dropped – at the end of each day by class teams on a rota basis.	

Staff should ensure that where pupils are fed in specialised chairs those chairs should be cleaned at the end of each meal / snack to ensure there is no food residue on the chair itself or any webbing or strapping.

#### **Isolating Soiled Clothing.**

Garments should be placed in a plastic bag for handing to the parents/escort. The bag should be clearly labelled to show that it contains soiled clothing.

#### **Spillages of Blood, Vomit, Urine and Faeces**

Use a paper towel and / or hazard cone over the area.

Ensure pupils and other staff are kept clear of the area.

Gloves and a plastic apron should be used if there is likely to be direct contact with bodily fluids.

Use a spill kit according to the manufacturer's instructions to deal with the spillage.

Any blood splashed on to the skin should be washed off immediately with soap and water.

Thorough hand washing should follow all contact with bodily fluids.

#### **Assisting Pupils with Feeding**

Assisting pupils with feeding should be carried out in such a manner as to preserve the dignity of the child. Unless advised otherwise by the Headteacher, **there is no health or safety reason to wear protective gloves to assist a pupil with feeding.** (Staff who have open cuts on their hands should have these covered with a waterproof dressing at all times for all aspects of their work).

#### 4.11 **Wheelchair Safety**



Wheelchair safety and maintenance is the responsibility of the parents. All faults or damage to chairs should be notified to the parents as soon as noticed. Ensure that all pupils are secured / belted in their chairs at all times.

**Please note:** Occupational Therapists are responsible for promoting good health by good positioning, and safety by the responsible USE of wheelchairs whilst at school. Maintenance, repairs or damage reporting is the responsibility of parents. Where a therapist is in the building, advice and reporting of faults are usually done for the convenience of parents but cannot be guaranteed.

The pushing of wheelchairs can be a hazardous activity. Do not encourage other pupils to be responsible for pushing wheelchairs unless there is adequate adult supervision.

#### 4.12 **Pupils with Medical Needs**

Whenever possible, pupils with medical needs will be supported in such a way as to minimise any disruption to their education. The arrangements in place for this school reflect the DfE Guidance Supporting pupils at School with Medical Conditions (April 2014) and the policy and procedures put in place by the Local Authority and Clinical Commissioning Group around particular tasks and conditions. When new conditions or medical tasks emerge the school will seek the guidance of the Local Authority in order to determine what arrangements can be put in place. The School nurse is available to answer any concerns that may arise, and can be contacted on 01744 627566.

#### ***SEE ALSO CURRENT SCHOOL MEDICINE POLICY***

#### 4.13 **Other Health & Safety related documents in school**

There are a number of other documents and policies that relate to Health & Safety at Lansbury Bridge School. Where appropriate staff should ensure that they follow the instructions and guidance contained in these related documents where appropriate to their areas of work.

Health & Safety related documents in school:

- Safety on Educational Visits
- People Moving and Handling
- Transporting Pupils in Cars and Mini-Buses

#### 4.14 **Hepatitis-B, Tetanus and Polio**

We have been advised by the Health Authority that there is a small but present risk of contracting Hepatitis-B arising from supporting and attending to the personal care needs of pupils with complex needs. We would therefore advise all staff involved in this work to ensure that they obtain a full course of 3 Hepatitis-B inoculations followed by a blood test to check immunity levels. The Local Authority Occupational Health Nurse may be able to arrange for these inoculations.

We would also advise staff to ensure that they are up to date with their inoculations for Tetanus and Polio.

#### 4.13 **Outdoor Education Activities and School Trips**

This school recognises the importance of ensuring that outdoor education activities and school trips are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LA Guidelines for Health & Safety of pupils on Educational Visits (March 2013).

**Guidance: Where an EYFS provider arranges off site activities/school trips, at least one Paediatric First Aider must accompany the children. This is in addition to any first aiders provided for employees and older children**

## **5.0 CURRICULUM SAFETY MATTERS**

**Guidance: The following sections will apply primarily to secondary schools although Section 5.2 Physical Education will apply to all schools**

### **5.1 Design and Technology (Resistant Materials/Graphics/Food/Engineering and Textiles)**

Teaching staff and technicians operating/tutoring on woodworking machines must be competent by virtue of them holding a recognised training award or having received approved training in:-

- a) The correct use of the machine;
- b) Methods of using the guards and other safety devices connected with the machine.

The headteacher shall ensure that employees using gas or electric welding/cutting equipment are competent by virtue of them having received appropriate approved training.

Class Teachers shall ensure that pupils do not use the following woodworking machinery: -

- Circular saw
- Surface planer/thicknesser
- Single spindle moulding machine

Class Teachers shall ensure that pupils operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.

The headteacher shall ensure that teachers/technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-

- BS 4163: 2014 Code of Practice:- Health and safety for design and technology in schools and similar establishments.
- CLEAPSS Risk Assessments for Technology in Secondary Schools.

The headteacher shall ensure that the names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.

The headteacher shall ensure that local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the school by the Children & Young People's Services Departments Property Services Officer. Copies of the tests results shall be retained for inspection.

The head teacher shall ensure that adequate provision is made for the storage of compressed gases in accordance with BS 4163: 2014. Advice on storage of compressed gases can be obtained from the Corporate Health & Safety Section.

The headteacher shall ensure that pupils use the following protective equipment as required by the CLEAPSS guidance:-

- Ear defenders/plugs
- Eye protection
- Gloves.

Teachers shall ensure that pupils operating machinery/equipment are issued with and wear the appropriate personal protective equipment.

## 5.2 Physical Education

Headteacher/Head of Department shall ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education and Sport (2012).

The Head of Department shall ensure that Risk Assessments are undertaken for activities within Physical Education. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.

Head of Department shall ensure that gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the Children & Young People's Services Department Property Services Officer.

The Class Teacher shall carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

Head of Department/Class Teacher shall ensure that pupils using the equipment are adequately supervised in accordance with the guidance given in the afPE publication.

Class Teacher shall ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools

## 5.3 Art

Class Teacher to ensure pupils using equipment are adequately supervised.

Headteacher shall ensure COSHH assessments have been carried out on substances within the department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available the Headteacher must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.

Head teacher shall ensure that teaching staff and technicians have been issued with suitable personal protective equipment when working with dry clay and powdered glazes:-

- Respiratory protection
- Eye protection
- Gloves

## 5.4 Science

Head of Department shall ensure that teaching staff and technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazcards.

Head of Department shall ensure that equipment including fume cupboards are adequately maintained and tested by a competent engineer and is within the current test period. The testing shall be organised on behalf of the school by the Children & Young People's Services Departments Property Services Officer. The results of tests shall be retained for inspection.

Head of Department shall ensure that each member of staff is issued with employee guidelines on safety in science labs which is found in the CLEAPSS Science Handbook.

Head of Department shall ensure that the CLEAPSS hazcards are kept up to date and COSHH assessments have been carried out where required.

Head of Department shall ensure gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work once every five years. The testing shall be organised on behalf of the school by the Children & Young People's Services Department Property Services Officer.

Head of Department/Class Teacher shall ensure that gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.

Class Teacher shall ensure gas isolation valve is operational at the start of each class.

Head of Department shall ensure that a trained Radiological Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LA Guidelines. Head of Department shall ensure that the radiation source log book is kept up to date.

St Helens Council as the employer have appointed a Radiation Protection Officer under the Ionising Radiation Regulations 1999 to liaise with the Radiation Protection Advisor on the management and use of the sources held by schools, monitor that records of sources are accurate and ensure sources are checked for leakage at suitable intervals.

The Radiation Protection Officer is a member of the Corporate Health & Safety Team and they can be contacted on 01744 673236.

Head of Department shall ensure that all relevant staff have access to CLEAPSS science handbook L93 Managing Ionising Radiations and Radioactive Substances 2013.

**Guidance: Advice on Ionising Radiation can be provided by the Corporate Health & Safety Section (01744) 673236 and/or CLEAPSS**

## 5.5 Drama

Head teacher shall ensure that the use of the following equipment is under the control of a person competent in its use and the activity subject to a specific risk assessment:-

- Smoke and Vapour effect units
- Lasers
- Strobe Lights
- Pyrotechnics

**Guidance: Smoke/vapour effect units must only use water based fluids. The use of Dry Ice Units is prohibited.**

## 5.6 Work Experience/Placements

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by school staff.

To this end, the school will follow the HSE guidelines on Young People and Work Experience (INDG 364 rev1) 2013.

### APPENDIX 1 - FIRST AIDERS

NAME	COURSE	DATE OF TRAINING	RM No.	Ext No.	
Julie Murphy	Defibrillator & CPR	8/01/2014	LL4	335	
Lorraine Gabbitas	Defibrillator & CPR	20/06/2016	Rm 57	321	
Zoe Smith	Defibrillator & CPR	20/06/2016	Rm 16	378	
Carmen Solis-Pardo	Defibrillator & CPR	20/06/2016	Rm 45	319	
Collette Devonport	Defibrillator & CPR	20/06/2016	LL1	371	
Gill Phillips	Defibrillator & CPR	20/06/2016	Rm 42	316	
Jan McNamee	Defibrillator & CPR	20/06/2016	Rm 23	307	
Wendy Brown	Defibrillator & CPR	20/06/2016	EYFS 1	381	
Nicole Walker	Defibrillator & CPR	20/06/2016	Rm 31	313	
Gil Chapple	Defibrillator & CPR	20/06/2016	LL4	335	
<b>Janet Graham NW Ambulance Service 0151 261 2566 (For Defib Training)</b>					
NAME	COURSE	DATE	EXPIRY DATE		
Shirley Dean	1 <sup>st</sup> Aid at Work	Jan 2015	Jan 2018	Rm 28	311
Angela Stevens	1 <sup>st</sup> Aid at Work	Nov 2017	Nov 2020	LL4	335
Ann Southern	1 <sup>st</sup> Aid at Work	May 2016	April 2019	Rm 20	306
Jeanette Guest	1 <sup>st</sup> Aid at Work	Nov 2016	Nov 2019	P1 - LL	384
Gail Pennington	Emergency 1 <sup>st</sup> Aid at Work	Nov 2016	Nov 2019	Rm 1	380
Becki Lowery	Emergency 1 <sup>st</sup> Aid at Work	Nov 2016	Nov 2019	Rm 1	380

Samantha Lawton	PFA	12 <sup>th</sup> May 2015	12 <sup>th</sup> May 2018	Rm 62	324
Naomi Jennings	PFA	September 2015	September 2018	LL2	372
Laura Ashcroft	PFA	September 2015	September 2018	Rm 26	310
Anna Roberts	PFA	September 2015	September 2018	EYFS 1	381
Suzanne Paton	PFA	March 2015	March 2018	LL3	373
Kirsty Hesketh	PFA	12 <sup>th</sup> May 2015	12 <sup>th</sup> May 2018	Rm 21	305
Jade Knowles	PFA	April 2015	April 2018	Rm 24	308
Jennie McCormick	PFA	November 2015	November 2018	LL3	373
Wendy Brown	PFA	November 2016	November 2019	EYFS 1	381
Deb Cummings	PFA	November 2016	November 2019	LL2	372
<b>LIFEGUARD FIRST AIDERS can treat adults/children</b>					
Andrew Turton	ALL LIFEGUARDS TAKE PART IN MONTHLY REFRESHER TRAINING.			Leisure Assistant	352/353
Stacey Crook	ALL LIFEGUARDS TAKE PART IN MONTHLY REFRESHER TRAINING.			Rm 31	313
Nichola Docherty	ALL LIFEGUARDS TAKE PART IN MONTHLY REFRESHER TRAINING.			Rm 16	378
Victoria Gilbody	ALL LIFEGUARDS TAKE PART IN MONTHLY REFRESHER TRAINING.			Rm 61	322

# FIRE/EMERGENCY EVACUATION PROCEDURE.

## Why do we need to leave in silence and remain silent?

- Evacuation needs to be taken very seriously – Fire & smoke kill
- Because our aim is to get everyone out and accounted for as rapidly as possible. Messages about missing adults and children need to be heard and passed on quickly as does information about the source of the fire
- So that everyone is ready to hear further instructions – e.g. transfer to a safer location/requests for more information about missing person(s)
- Excess noise distresses many of our pupils who will already have been upset by the alarms themselves – if we remain very calm and quiet this will help to reassure them that they are safe

## It is impossible to remain silent with our pupils!

- We are expecting no more than the behaviour we would expect in an important assembly or during a show
- Staff all need to model and expect appropriate behaviour
- If adults are talking/chatting/noisy then pupils will also become noisy which will further upset distressed pupils

## What if my pupils are very distressed and noisy?

- We need to change the way we run drills so that pupils who are distressed by the alarms are not further distressed by a chaotic noisy experience once they have left the building
- Remaining very calm and quietly reassuring them is the best way to calm them
- We will be carrying out drills at least termly – we therefore need to make them as brief and ordered/structured as they can be in order to support all our pupils

## Why have you changed the assembly points?

- So that there is more space for class groups to assemble/line up properly and in an orderly manner well away from other groups making roll call easier
- To safeguard all pupils by ensuring they are evacuated to areas under the close supervision of our own staff
- To reduce the incidents of challenging behaviour from pupils who don't like being in close proximity of others and reduce the level of risk of injury to pupils who are very vulnerable
- To reduce the need for anyone to have to raise their voice to be heard
- To ensure that we can easily and quickly move pupils and staff back out of the netball courts should the need arise (there is only one point of exit/entry)
- So that our youngest and most vulnerable pupils can be easily transferred into the Bridge once they have been fully accounted for on the carpark (older vulnerable pupils i.e. medical needs/wheelchair users would also be transferred there from the netball courts once accounted for in cold/wet weather)

## What if I'm in the Pool?

- Pupils should be lined up poolside and made ready to leave.
- The Fire exit door must be opened with an adult in the doorway alerting The evacuation Co-Ordinator (at the front of the building) that they are in the pool area and are all accounted for

## What if I'm upstairs and I have pupils with limited mobility or wheelchair users?

- Under **no circumstances should you use the lifts**
- Children who are unable to come downstairs should remain in the refuge areas:  
There is a designated refuge point on the second floor  
Assemble near the lift in the stairwell on the first floor
- One or more members of staff should remain with pupils but **at least one adult (taking all ambulant pupils with them) must leave the building and immediately report to the fire warden at their usual assembly point** alerting them to who and where they have left the rest of their group

- The stairwell has additional fireproofing giving it approx a 2hr additional safety window
- In the event of a real fire, any persons in these refuge points would be prioritised for rescue

**What if my class are all in different places in the building when the alarm sounds?**

- You should all meet up in the assembly point where a roll call can be carried out
- Immediately report any missing persons to the fire warden along with as much information as you have about their last known whereabouts

**Which exit should I use?**

- The nearest one – ideally with minimal need to travel through the main building
- In the inner quad use the exit into the dining room (doors on a magnalock so only possible if alarm is real)

**What if I am dealing with a pupil having a major seizure/or in crisis who cannot be moved?**

***If the location is not in the vicinity of the fire:***

- Pupils should be made ready to evacuate, doors opened all other pupils evacuated. At least one adult to remain while at least one goes to the assembly point and alerts to the warden as to who and where those persons are
- If a pupil is in crisis in the vicinity of an exit route continue to proceed past with care shielding your pupils. They will be being supervised by their own staff

***If the location is in the vicinity of the fire***

- Pupils should be evacuated anyway – **remember** you can roll pupils onto coats/blankets etc and drag them out even if you can't lift them & that all changing beds have wheels and can be pushed

**How would I know if I was in an area close to the source of the fire?**

- You would be getting wet as we have a sprinkler system. It is heat that activates the individual sprinklers (heat melts the little plug on the sprinkler so that the water is released) They won't therefore automatically switch on all over the building
- The Bridge does not have a sprinkler system – so heat/smoke would be the indicator

**What if the alarm stops as we are leaving the building or I've heard it's a false alarm?**

- Never assume it is a false alarm and act accordingly
- Never re-enter the building unless told to and never ignore the alarm

**What if the rear of the building really was on fire and it is becoming unsafe for pupils/adults assembled there?**

- Secondary pupils/visitors etc would be moved to a place of safety e.g. Bridge carpark/Mill Green

***In the event of a serious fire or other major disaster, the whole school would evacuate to Mill Green School***

**What if I am non-class based but I am with pupils/a class when the alarm sounds?**

- Assist with the safe evacuation of pupils and then immediately report to your own assembly point  
- ***The yellow gates leading to Fast Play***
- Once you have been accounted for non- class based staff should immediately return to assist with pupils

**What happens if I am in an After School Club?**

- Between 3.30pm and 5pm all pupils and staff should assemble on the netball courts
- After 5pm – All users of the building should assemble at the Fire assembly point on the front carpark

**What else has changed?**

- **We are introducing a FIRE WARDEN SYSTEM to ensure clear lines of communication**
- **There will be 6 Warden roles:**
  - **Co-Ordinator – based at the front of the building**
  - **Site Marshall – based at the front of the building**
  - **Fire Marshall – based at the rear of the building**
    - **Primary Warden**
    - **Secondary Warden**



○ **Visitor & non-class based staff warden**

**Fire wardens will wear high visibility jackets and are responsible for collecting the overall roll call information from their designated groups**

- When the alarm sounds, a member of the admin team will take our 'Fire Grab Bag' out to the front of school
- All members of the Site and Leadership team will go straight to the front of school where 2 of them will remain to act as the Co-ordinator & Site Marshall. The co-ordinator will be responsible for overseeing the evacuation and will be given all the relevant information to pass on to emergency services. The Site Marshall will be responsible for the fire panel/finding out which call point has been activated/ turning off the alarms
- The High visibility Warden jackets will be in the grab bag and will be distributed in the first instance to the first available member of staff who will immediately move to their designated assembly areas and start to collect roll call information (each warden will be issued with a clipboard & pen along with clear instructions)
- The Fire Marshalls will base themselves to the rear of the building and will collect roll call information in from the 3 wardens. Whoever has been given this role in the first instance will be replaced by a senior member of staff as soon as they arrive.
- The fire Marshall will be in radio contact with the Co-ordinator who will be based at the front of the building and will report the outcomes of the roll call notifying the co-ordinator of any missing persons/the location of the fire
- If you know why the alarm has sounded e.g. setting off the smoke alarm in food tech/ pupil setting off the alarm report this immediately to the fire warden so that the information can be passed to the co-ordinator
- A member of the admin team will become the Warden responsible for carrying out the roll call for visitors & non-class based staff – starting with staff (so that they can return to assist in the supervision of pupils)

### **What about Fire evacuation at the Little Lansbury ?**

**IF YOU LEAVE THE LITTLE LANSBURY BUILDING YOU MUST NOTE WHO HAS LEFT ON THE WHITEBOARD HANGING BY THE FRONT DOOR.**

**THE CLASS LISTS ARE ALSO ON THE CLIPBOARD THESE NEED TO BE TAKEN WITH THE WHITEBOARD TO REGISTER PUPILS AT THE MEETING POINT (SPORTS HALL)**

- When the Bridge fire alarm sounds it can be heard at the Bridge and in the main office.
- The staff in the office will alert site staff who will attend to the alarm accordingly.
- Everyone in the Bridge must evacuate to the sports hall.
- Any member of staff can be the fire warden to check everyone is accounted for.
- While in the sports hall a class list will be checked.
- This will be hung on a clipboard by the entrance of Little Lansbury.
- The first member of staff leaving Little Lansbury needs to collect the clipboard.
- Anyone can check the class list to ensure everyone is accounted for.
- You will be informed by site team when you can return to Little Lansbury.

# On hearing the fire alarm, all adults and pupils must.....

Calmly & in silence make their way to the nearest Exit

&

Assemble in the following locations:

**Little Lansbury: The Sportshall**

**Primary: Poly tunnel green fence**

**Secondary: Netball Court**

**Visitors & others: Yellow Gates to Fast Play**

- If you exit the building anywhere other than from your own room please make your way round to your own class assembly point (if possible)
- Classroom staff to remain quietly with their pupils once assembled
- Teacher to take out a copy of the class list
- A roll call should be completed once assembled and reported back to Fire Wardens
- All visitors. **students**, parents, **non-class based staff** PCT staff etc to assemble next to the yellow gates to Fast Play area where separate roll calls will be carried out
- **Keep pupils as quiet and calm as possible and listen for further instructions**
- **Do not re-enter the building until directed to by the Fire Marshall/Fire brigade**

## AIRHORN SIGNALS:

**1 Short Blast = ATTENTION**

**Please listen for further instructions**

**3 Long Blasts = ALL CLEAR**

**It is now safe to return in a quiet orderly manner back into the building**